

Position Profile:

The Human Resource Generalist performs duties in the following functional areas: employee relations, recruitment, retention, benefits management, compensation, policy interpretation & compliance, performance review administration and training/development. This position requires an extremely perceptive person who is highly skilled at relating to individuals at all levels within the organization, balancing and supporting employee goodwill and business needs. This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the department, as well as the general employee population.

Work Responsibilities:

Employee Relations:

- Develops relationships with employees at all levels, fostering an open environment for employees to discuss workplace concerns
- Handles employee relations counseling on variety of employee-based and company culture issues.
- Participates in employee-issue investigations.
- Coaches, counsels, and guides managers before executing employee disciplinary actions.
- Manages and tracks all employee disciplinary action. Serves as company witness to all involuntary separation meetings.
- Works with managers to develop PIPs, monitor and follow-up on active PIPs
- Coordinates all FMLA and Short-term Disability leaves of absence.

Recruitment & Retention:

- Conducts full-cycle recruiting
- Prepares and routes offer letters for new employees, promotions, transfers
- Reviews applications to match experience with specific job-related requirements for distribution to department personnel
- Conducts new employee onboarding and orientations
- Onboards temp/contractor personnel
- Conduct post-hire 30-day interviews and ensure post-hire 90-day manager interview takes place on time.
- Conducts exit interviews and makes recommendations to the management team for corrective action and continuous improvement.
- Conducts and participates in employee training and development programs.
- Participates in the annual employee review process.
- Assists in the annual performance review process.
- Participates in job description review & revisions. Assist in overall job description accuracy and currency.

Benefits:

- Maintains knowledge of all benefit programs across all locations and able to assist employees with general benefit questions or assist employee with contact information directly to benefit carriers.
- Coordinates annual open enrollment in assigned location, including communications, benefit elections and post-enrollment reporting to payroll and carriers.
- Enrolls new employees in benefits, facilitates benefits changes during the year. Manages new enrollments and changes with carriers.
- Communicates benefit eligibility information to employees, i.e. quarterly 401k enrollment dates, etc.
- Assists in preparing annual ACA reporting
- Maintains and processes all Unemployment Notices and potential charges in a timely, efficient manner.
- Reports, maintains, and monitors all workers' compensation case files; follows-up on open cases.

Compensation

- Coordinates with payroll function to report employee changes or irregularities as needed. May be required to assist in time system records routing and approvals.
- Connects with payroll regarding garnishments and employee leaves.

Policy/Compliance:

- Maintains knowledge of and able to interpret, communicate, and enforce all policies included in the employee handbook.
- Ensures compliance with federal, state and local employment and benefits laws and regulations.
- Administers various human resource plans and procedures for all personnel; assists in the development and implementation of personnel policies and procedures
- Participates in developing department goals, objectives and systems.
- Audits employee personnel files, I-9 files, medical files.

General Responsibilities:

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position may require extended work hours as necessary to meet employee needs.

Performs other work as assigned.

Minimum Qualifications

- Bachelor's degree in human resource management or a related field or experience.
- At least five years of HR generalist experience, including specific experience in successfully navigating all areas of employee relations.

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Microsoft Word, Outlook and Power Point

Preferred Qualifications

- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential.

Core Competencies:

- Ability to provide organization leadership, maintaining a pulse on employee culture and leading by example.
- Knowledge of general business principles and high acumen for human resources best practices and principles
- Ability to communicate and interact effectively with managers, co-workers, customers, vendor and other partners.
- Ability to diffuse and respond effectively to situations involving intense pressures and/or unpredictable situations.
- Ability to hone and present information – both written and verbal – appropriate for the audience and to the desired effect
- Ability to work effectively within a cross locational team environment
- Ability to deliver effective written and verbal presentations
- Ability to analyze complex information and develop plans to address identified issues.
- Ability to anticipate and diffuse problems before they occur.

- Skill in completing assignments accurately and with attention to detail.
- Ability to interpret and apply laws, regulations, policies, and procedures.
- Ability to process, maintain and protect employee and company confidential/proprietary information
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs.
- Skill in giving full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate

Travel Requirement: Less than 20%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur